



Position: Warriors of Wellness Project Manager

Open Until Filled, but first review of candidates will begin as early as January 20, 2014.

Job Description: The **Warriors of Wellness (WOW) Project Manager** will work at the direction of the ORCHWA Board and will be responsible for coordinating the **WOW Project**. The WOW project is a model, managed by ORCHWA, through which healthcare organizations can contract for culturally-specific community health worker (CHW) services through local community-based organizations (CBOs) to improve the health of their members while improving health equity. This position will report to both the ORCHWA board and to the Executive Director of the Oregon Public Health Institute.

Hours & Salary: This is a 1.0FTE position. Salary is competitive and based on experience. Medical, dental, and trimet benefits are included.

Qualifications/Prior Experience:

We are looking for candidates that have experience as CHWs and/or CHW supervisors. Bilingual/Bicultural candidates are encouraged to apply.

The following skills are essential to success in this position:

- Strong existing relationships and practical knowledge with CHWs and CHW programs
- Experience developing and maintaining steering committees
- Familiarity with best practices in CHW interventions, and an understanding of the need to balance evidence-based practice with practice-based evidence;
- Practical knowledge and experience with methods and techniques of program design, implementation, and monitoring;
- Ability to use popular education to share information, build leadership, create consensus, empower participants, and facilitate broad participation;
- Flexibility and the ability to adapt to others' schedules, priorities, and ways of communicating;
- Ability to effectively plan and facilitate ad hoc and formal meetings, including preparation of agendas and coordination of speakers and participants;
- Ability to effectively manage many competing priorities and organizational and personal agendas;
- Strong conflict resolution skills;
- Ability to keep records and report on progress;
- Thorough knowledge of pertinent Federal, State, and local laws, codes, and regulations and ability to apply same;
- Ability to organize and motivate teams;
- Ability to work effectively across cultures (including professional and organizational cultures);
- Ability to communicate clearly and concisely, both orally and in writing, and to make effective public presentations (strong ASL communication skills can substitute for "oral" skills);



- Ability to effectively develop and administer programs through contracts, grants, and/or cooperative agreements, managing outside vendors, agencies, etc. as needed.
- Ability to effectively analyze program goals and objectives to determine compliance or non compliance and take appropriate action, identify program deficiencies or problems, and develop corrective action strategies to achieve goals;
- Basic proficiency in Microsoft Office Professional, use of visual mapping tools, distance technology applications and other common support technology
- Experience with supervision, quality improvement, grant-writing and evaluation are also highly desired but not required.

Job Duties:

- Coordinate the WOW Steering Committee
 - Develop and maintain relationships and trust with all steering committee members via one-on-one meetings, regular email and phone communication, regular steering committee meetings
- Oversee the implementation of the WOW Project in 2015, including supporting each CBO to implement activities, conduct appropriate documentation, and fill requirements of MOU
- Develop a sustainability plan for the WOW Project beyond the Project period.
- Prepare and Disseminate Reports to Kaiser, ORCHWA, and all interested Stakeholders.
- Track public policy related to Health Care Transformation in Oregon, particularly policy that impacts the WOW project, ie; CHW certification and workforce integration, CHW financing, etc.
- Attend ORCHWA Board Meetings and participate in any major ORCHWA events and activities.
- Support ORCHWA coordinator with website and communications content related to WOW Communicate and engage with other CHW Associations, APHA and other relevant state and national organizations.
- Serve as a resource for clinics, CBOs etc to support their new or expanding CHW programs.
- Other related duties as assigned.

To apply: Please send a resume & cover letter to lizzie@orchwa.org. The position is open until filled but we will be doing our first review of candidates on Tuesday, January 20th.

ORCHWA believes that diversity strengthens our workforce and empowers our community. We encourage people of all cultural backgrounds and ages to apply.